

18<sup>th</sup> January 2024

## Coningsby Town Council **HR & Finance meeting**

In attendance all elected members, Cllrs Donnellan, Mason, Walker, Bowen & Bannister

Clerk for meeting Kathy Roberts

1. **To receive and accept apologies** where valid reasons for absence have been given to the Town Clerk prior to the meeting.  
**No apologies**
2. **To receive declarations of interest** under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members’ Register of Interests and any written requests for dispensation.  
**Cllr Mary Walker declared an interest and announced that she would not take part in the wages discussion; Cllr Amanda Bowen declared as she is running the Youth Club.**
3. **Staff Appraisals** – all completed with a few recommendations for discussion, mobile phone contract, dual screen options, introduction of job cards for all employees for work outside their job descriptions and repairs of any kind.
4. **To Consider employment of internal auditor to set up the finance package for 2024/25 – a one off set up – also to set up expense sheets for clerks and staff.**  
**Proposal to employ person to carry out works as listed above, cost per day £93.50 – HR committee all agreed – this would be money well spent.**
5. **To consider -employment of one additional all round maintenance operative and possibly an additional trainee clerk, clerks position to be reviewed at November HR & Finance.**  
**Trial period suggested – 3 months for general maintenance operative, to cover the work at the play area and any additional works as required ( Sarah is giving up the play area to concentrate her hours on office requirements) a temporary contract would be offered for a minimum of 4 hours per week.**
6. **To consider – costs of email addresses change to gov.uk for all Councillors and Clerks.**  
**Costs are with all Councillors for full discussion – HR committee recommend this be taken up at the earliest opportunity. Gmail email option is available free.**
7. **To consider any applications for grants/ funds from or for Council.**  
**Sarah is working on grants for the Allan Barker Skate Park and Youth club. No applications received for funding from the Council.**
8. **Next meeting of HR and Finance 14<sup>th</sup> November – new committee elected in September**  
**Proposed to schedule one more HR & Finance meeting before financial year end with this committee – suggested date April**